

15 AUG 1973

MEMORANDUM FOR: Chief, Certification and Liaison Division
SUBJECT : Travel Claims for Deferred Home Leave

1. It has come to my attention that it has been the practice to process travel claims under travel orders authorizing deferred home leave travel without regard to the reason for the delay, i.e. personal convenience of the employee or for the convenience of the government. On this basis employees receiving authorization for deferred home leave travel have received full reimbursement for such travel even though the expense of the travel may have been greater than it would have been if accomplished initially in conjunction with PCS travel from the post abroad.

2. In accordance with established principles governing employee entitlements to reimbursement for travel expenses there is no question but that additional expenses incurred for the personal convenience of the employee should be borne by the employee. It is requested, therefore, that this principle be applied to future travel claims for deferred home leave travel, effective immediately. We agree in the interests of clarification and as a positive basis for forestalling any question about the interpretation it may be well to revise HR [REDACTED] to explicitly require travel orders authorizing deferred home leave travel to specify whether the deferment was for the personal convenience of the employee or for the convenience of the government. Until that regulatory change is made, travel vouchers for delayed home leave should include a certification by the authorizing official that the delay in home leave travel was for the convenience of the government in any case where the expense of travel claimed exceeds the cost of direct route travel.

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3. I am sending a copy of this memorandum to the Budget & Fiscal office of each of the major components.



Thomas B. Fair
Director of Finance

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